



## ASSOCIATION FOR TERTIARY EDUCATION MANGEMENT

### Minutes of the meeting of the Executive Committee held at Sancta Sophia College on Saturday 13 March 1999 at 10.00am

<b>Present:</b>	Jim McLauchlan	(President)
	Maree Conway	(Vice President)
	Warwick Nicoll	(Vice President)
	Richard Easther	(Honorary Treasurer)
	Margie Cole	(Honorary Secretary)
	Liz Watson	(Councillor at Large)
	Bob Brownlie	(Councillor at Large)
	Lisa Halverson	(Executive Officer)

#### 1. Apologies

None.

#### 2. Minutes of the previous meeting

The minutes of the meeting of the Executive on the 15 November 1999 were endorsed.

#### 3. Business arising from the minutes

##### 3.1 ATEM Awards Committee

Awards Committee Timeline

International Travel Grant, Research Grant, Study Scholarships

- ◆ call for nominations in April
- ◆ nominations close 15 July, submitted to Awards Committee
- ◆ announced at annual conference

Fellowships

- ◆ initial campaign to raise awareness - action needed now by branches (see below)
- ◆ normally, call for nominations in March and June (15 July closing date), nominations submitted to Awards Committee
- ◆ announced at annual conference

Honorary Fellowships

- ◆ Branches to consider possible nominations in March/April
- ◆ Branch nominations to May Council meeting
- ◆ announced at annual conference

## ATEM Awards

- ◆ Branches to consider possible nominations
- ◆ Branch nominations to be submitted to Awards Committee by 15 July
- ◆ announced at annual conference

### ***Resolution E99/1:***

1. *Branch Presidents to approach possible nominees for Fellowships and encourage nomination.*
2. *Past Fellows to be contacted to invite them to nominate/encourage nominations for Fellowships.*
3. *Branch Presidents to initiate consideration of Honorary Fellowships and ATEM Awards nominees in Branches now (regular reminder from Executive Officer).*

## **4. Reports**

### **4.1 President**

The President reported on:

- ◆ his recent visit to Canberra on the 3 - 4 March 1999 on ATEM business. This visit included appointments with, Peter Veenker, President TAFE Directors Australia, Fay Gale ATEM incoming Patron, Stuart Hamilton, Executive Director AVCC and Stephen Sedgwick, Secretary, DETYA.
- ◆ Reported that all actions required by him from the last Executive meeting had been completed.
- ◆ he had now received the first draft of the incorporation proposal for Australia and had been in touch with Tom Gregg whom he had invited to the meeting to assist the Executive in considering the New Zealand draft
- ◆ he had contacted all Branch Presidents in the previous week inviting them to raise issues for consideration by the Executive and to inform them of current developments, all but two had been contacted.
- ◆ he also advised that Peter Karmel was quite seriously ill.

### ***Resolution E99/2:***

*That the Association would arrange to send a card to Peter Karmel and his family.*

### **4.2 Honorary Treasurer**

The Treasurer presented the Budget Report, Schedule of Payments and the consolidated budget.

### ***Resolved E99/3:***

1. *The report be received.*
2. *The Treasure to write to Branch Presidents and Treasurers to advise progress on the Budget.*
3. *The Budget for 1999 be reviewed at the May Council meeting.*

### 4.3 Honorary Secretary

The Honorary Secretary reported on the third edition of the ATEM newsletter. Discussion was also initiated with regard to the feasibility of electronic elections for 1999 and the use of the web in the process.

#### **Resolution E99/4:**

1. *That when advising members of the availability of the newsletter the email contain an attachment of the newsletter or a clickable link to the newsletter.*
2. *That the call for nominations document and ballot paper be available to members on the web site. Advice to members via email with an attachment or direct link to the information on the web site.*
3. *Electronic voting will not be used for this election but development of the proposal will continue.*
4. *The Honorary Secretary was appointed as returning officer.*

### 4.4 ATEM 2000 Group

VP Conway and the Honorary Secretary spoke to the ATEM 2000 Group report.

#### **Resolution E99/5:**

1. *The **Code of Conduct** would be printed in full in the next edition of the ATEM Matters.*
2. *That the sponsorship of the **Good Practice Guides** be incorporated as an option for sponsorship by the sponsorship group.*
3. *ATEM through VP Conway would pursue joint publication of the **Good Practice Guides** with the AUA while attending the AUA conference.*
4. *The revised **Corporate Membership** policy be accepted and the **Corporate Membership Procedures** be amended and circulated to the Executive for comment by Friday 19 March 1999.*
5. *VP Conway and C@L Watson to discuss **Staff Exchange** policy with AUA for further review.*
6. *The **Strategic Plan** to be on the web as a downloadable document. Review of the Strategic Plan to be a standing item on all Executive and Council agendas.*
7. *Branch Presidents to be asked to report on regional membership initiatives to the May Council meeting.*
8. *The Executive to provide feedback to the President on the **Web Site Review** document by Friday 19 March 1999.*
9. *The Executive Officer to investigate the cost of printing the "**Why Join ATEM**" statement as a brochure. The web site include a link to a downloadable document for Branch use.*

10. *Include a copy of the results of the Victorian Members survey to the Executive minutes.*
11. *The impact of a GST on the Association fiscal position would be small and further consideration to the issue would be given after its introduction.*
12. **Operation and Communication:** *The minutes of Executive meetings and the action list to be sent to all Branch Presidents. The minutes will be added to the web page and an email sent to members advising same. The President would include a summary of the meeting in his report for ATEM Matters.*

The President again thanked the group for their continued productivity and enthusiasm for the tasks.

#### **4.5 Executive Officer**

##### ***Resolution E99/6:***

1. *ATEM Calendar to be sent by email to all members of Branch Executives. The Contents should include professional development programs and meetings where available.*
2. *The email invoicing procedure to be reviewed at the May Council meeting. In the interim a letter is to be sent to all Branch Presidents requesting their assistance in the renewal process with a list of non-financial members.*
3. *The proposed Corporate Gift is confirmed. It was agreed 50 of these publications should be produced without any personalisation.*
4. *In future these publications will be produced as part of the conference proceedings using the conference program cover.*

#### **4.6 Sponsorship Group**

The President reported on the progress of the sponsorship group. The minutes of the Teleconference on 18 December 1998 are to be distributed to the members of the Executive.

It was confirmed that the strategy for approaching potential sponsors should be consistent.

Fuji Xerox is still a likely sponsor for the Association and further contact with Phil Chambers will take place. It was agreed that the group should approach Ansett for corporate sponsorship.

VP Nicoll said that he would approach another potential sponsor

##### ***Resolution E99/7:***

1. *The Honorary Treasurer would undertake to draft a proforma document for approaching sponsors.*

2. *There should be no limit put on the value of sponsorship offered to or sought by the Association.*

## **5. Proposed Fiji Branch/Chapter**

The Association had been contacted by Tito Isala from the University of the South Pacific with a view to establishing a chapter or branch in Fiji.

### ***Resolution E99/8:***

1. *To discuss with Fiji the establishment of a Chapter and report back to Council when all options have been canvassed.*
2. *Recommend to prospective Fiji members they join the New Zealand Branch of the Association while arrangements are being finalised.*
3. *The President to make contact with the USP representative confirming the Associations support, to meet in May when the USP representative will be visiting Australia and provide the contact details of the New Zealand Branch President.*

## **7. Incorporation**

The Executive worked through the incorporation papers for both New Zealand and Australia. There were a number of difficulties with the Australian document that need to be discussed with Mr Best.

### ***Resolution E99/9:***

1. *To continue Mr Rod Best's appointment as Association Solicitor for the purposes of incorporation.*
2. *The President, Executive Officer, Honorary Secretary and Honorary Treasurer would work with Mr Best to design a document that incorporates the Constitution and Guidelines with the provisions of the act in a plain english format.*
3. *Identify issues that will require further recommendation to Council by the end of March and circulate for comment.*
4. *Return to the Executive mid April to finalise draft document.*
5. *Document to be circulated to Council by the end of April for members to consider prior to the Council meeting*

## **7. ATEM Alumni Chapter**

C@L Watson reported on her consultation with branches on the Alumni Chapter and advised that they supported the proposal.

### ***Resolution E99/10:***

1. *Endorse the recommendations of C@L Watson as amended.*
2. *The Chapter be called the ATEM Ghosts.*
3. *Membership costs for ATEM Ghosts would be in the form of a donation.*

4. *That Branches would be called upon to nominate possible members for contact through the secretariat.*
5. *That the establishment of the ATEM Ghosts Chapter would be announced at the Annual Conference in Wellington.*
6. *The above recommendations to be submitted to Council for approval.*

## **8. Patron**

Professor Fay Gale has accepted the Association's invitation to become the next Patron. It was agreed with Professor Gale that a press release and announcement would be made at the end of March. This announcement could be combined with the proposal for "Improving Management and Administration Standards in Tertiary Education", but would probably occur prior to Easter regardless of progress on this issue.

### ***Resolution E99/11:***

1. *The Association would purchase a suitable gift enscribed with a message of thanks to present to Professor Peter Karmel as the outgoing ATEM Patron.*
2. *Ideas for a gift for Professor Karmel should be forwarded to the President prior to the May Council meeting.*

## **9 Annual Conference**

### **9.1 Melbourne Conference 2000**

Mr Gavin Moodie's conference report was tabled to the meeting. The conference date is an issue due to Sydney events being relocated to Melbourne because of the Olympics.

### ***Resolution E99/12:***

1. *That the Conference should not take place during the Olympics.*
2. *The conference could be moved to October but should ensure that it does not clash with the Registrars conference.*

### **9.2 Wellington Conference 1999**

VP Nicoll advised that the conference organisation was progressing on schedule and the call for papers in postcard format had been mailed. Sponsorship of the event was going well and it was anticipated that the Minister would speak at the conference.

### **9.3 Canberra Conference 2000**

The President advised that discussion with the Canberra Executive indicated they would require seeding money for the conference.

### ***Resolution E99/13:***

*The Treasurer would contact the Canberra Branch executive to discuss conference seed funding and incorporate in the Association Budget.*

## **10 Other Business**

### **10.1 Programme on Educational Building**

Kelvin Crump has become Australia's representative on the OECD -PEB Steering Committee. He is interested in being able to represent ATEM's interests where appropriate to this committee and is seeking official endorsement from ATEM.

#### ***Resolution E99/14:***

*To endorse Mr Crump's request to represent ATEM's interests where appropriate to the Programme on Educational Building.*

### **10.2 Chair Proposal**

The President presented his proposal for "Improving Management and Administration Standards in Tertiary Education". The proposal describes a four stage process including, a foundation in tertiary education management, a chair/department in tertiary education management, a professional accreditation and recognition program and an integrated set of national/australasian skills in tertiary education management. Each stage of this proposal could be carried out individually or concurrently.

#### ***Resolution E99/15:***

- 1. The Executive examine the draft proposal and provide amendments and comments.*
- 2. Advise agreement of principles and approach to the President by Friday 19 March 1999.*
- 3. Document when amended to be recirculated to the Executive prior to submission to Council.*

### **10.3 Patron Farewell Gift**

Discussion took place with regard to a suitable farewell gift for Peter Karmel the outgoing patron. Suggestions included the Peter Karmel Overseas Travel Grant. (See resolution E99/11)

### **10.4 Strategic Alliances**

The President advised that letters had been written to a number of associations regarding possible Strategic Alliances. A table of responses will be compiled for tabling at the Council meeting in May.

The Honorary Secretary also requested a report on the progress of formal links with AAUA and AUA.

***Resolution E99/17:***

*A list of associations approached regarding Strategic Alliances and their responses to be tabled at the May Council meeting*

**11. Next Meeting**

To be determined.